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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3713.1A**

Effective Date: March 28,

2008

Expiration Date: March 28,

2013

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

## **Subject: Reasonable Accommodations Procedures**

**Responsible Office: Office of Diversity & Equal Opportunity**

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## **Preface**

### **P.1 Purpose**

This NASA Procedural Requirements (NPR) provides instructions for the implementation of NASA Policy Directive (NPD) 3713.8A, "Provision of Reasonable Accommodation for Individuals with Disabilities." This NPR provides instructions to NASA management and staff that receive, coordinate, review, process, and approve requests for reasonable accommodation at NASA Headquarters and NASA Centers, including component facilities.

This NPR further provides standard procedures for timely and accurate processing of requests for reasonable accommodation. These procedures shall assist NASA in fulfilling its obligations for ensuring that qualified individuals with disabilities who request reasonable accommodation receive a proper response within the shortest time possible. Further, this NPR establishes criteria for collecting and annually reporting data on the numbers and types of reasonable accommodation requests received and processed at NASA Headquarters and NASA Centers, including component facilities.

This NPR is not intended to cover those situations where an employee has a temporary medical condition that does not rise to the level of a disability (see App. A, § A.4 for a definition of an individual with a disability) but, where the manager may, nonetheless, offer some adjustment to the work space.

### **P.2 Applicability**

This NPR is applicable to NASA Headquarters and NASA Centers, including component facilities. Any reference to Center designations includes Headquarters.

### **P.3 Authority**

- a. Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §§ 791, 794, 794d.
- b. Exec. Order No. 13,164, 3 C.F.R. 286 (2000).
- c. NPD 3713.8A, Provision of Reasonable Accommodation for Individuals With Disabilities.

### **P.4 Applicable Documents**

- a. Privacy Act of 1974, as amended, 5 U.S.C. § 552a.
- b. The National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. § 2473.
- c. Section 403 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4214.

- d. Exec. Order No. 12,106, 3 C.F.R. 263 (1978 Comp.).
- e. Federal Sector Equal Employment Opportunity, 29 C.F.R. Part 1614.
- f. Regulations to implement the equal employment provisions of the Americans with Disabilities Act, 29 C.F.R. Part 1630.
- g. Privacy Act-NASA Regulations, 14 C.F.R. Part 1212.
- h. Medical Qualifications Determinations, 5 C.F.R. Part 339.
- i. NPR 1840.1, Management of Workers' Compensation Injuries and Illnesses.
- j. NPR 1382.1, NASA Privacy Procedural Requirements.
- k. EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (2000).
- l. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act (1999; rev. 2002).
- m. EEOC Enforcement Guidance on Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (2000).
- n. EEOC Management Directive (MD) 715 (2003).
- o. EEOC Office of Federal Operations, Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures Under Executive Order 13164 (2005).

## P.5 Measurement/Verification

P.5.1. Compliance with the requirements of this NPR will be verified through the following means:

- a. The NASA Headquarters and Center EO Officer shall prepare an annual report containing information regarding requests for reasonable accommodation, presented in the aggregate, as detailed in Chapter 6.
- b. In addition, the report shall provide a qualitative assessment of the reasonable accommodation program, including any recommendations for improvement of NASA's reasonable accommodation policies and procedures.
- c. ODEO personnel and Center EO Offices shall maintain and safeguard all records and documents following the guidance provided in NPR 1441.1D, NASA Records Retention Schedules. This includes proposing changes to current retention schedules and developing new retention schedules when necessary.

## P. 6 Cancellation

NPR 3713.1, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated November 18, 2002.

/S/

Thomas Luedtke  
Associate Administrator for  
Institutions and Management

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